



DEPARTMENT OF ENERGY

PRINCETON SITE OFFICE

BUSINESS MANAGEMENT

PROCEDURE 1-8

SENDING FEDERAL EXPRESS PACKAGES

REVISION 0

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[Signature]
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ANNUAL REVIEW	
<u>Reviewer</u>	<u>Date</u>
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SENDING OUT FEDERAL EXPRESS PACKAGES

1 PURPOSE

This procedure provides instructions on how to send out Federal Express Packages if the Administrative Assistant is not available.

2. INSTRUCTIONS ON FILLING OUT ADDRESS FOR SHIPPING PACKAGE

- 1 Choose the appropriate size envelope to send your material in. They can be found in room B235 (the DOE File Room next to the mail boxes for DOE staff).

2. Log into FedEx.com

Top of page, choose (click) Ship – Prepare Shipment

Asks for a User ID and Password – set up your own personal user ID and password.

The next screen will be to add an address:

Choose (click) “Address Book” from top choices.

Next go near bottom of menu and choose (click) “Create New Address”

Fill in appropriate information. (NOTE: FEDERAL EXPRESS DOES NOT ACCEPT POST OFFICE BOX ADDRESSES.)

For the second right hand column,

Type of Service choose “Standard Overnight”

Type of Packaging choose FedEx Pack or FedEx letter) – this depends on what size envelope you choose.

Bill transportation to Sender – choose “Third Party Billing”

Recipient/third Party Account – our account number is: 060405352.

When all is filled out, choose Save/Update at bottom. This will bring you back to the shipping screen.

Choose (click) Contact Name (left side) and your information should pop-up and just choose that insertion and all the information should fill in automatically. If not, go to Change Sender Address near bottom of screen - and correct address and remember to hit the SAVE button.

If all is correct, choose Continue.

This will bring up Confirm your Shipment Details. Look this over to make sure it looks correct. Choose (click) Continue.

The next page will display FedEx/Ship Manager/Label. (Make sure that in the recipient's address the words "Bill Third Party" is typed in there). Print two copies of this page. Keep one for our files and one goes into the jacket on the FedEx envelope you have chosen.

3. INSTRUCTIONS FOR PHONING FOR PICK-UP OF PACKAGE:

When you are ready to ship, please call 1-800-238-5355 to schedule the pick-up. Please call after 2:00 PM to get this message. A phone recording will start asking for:

What type of service you want to schedule? – say "Schedule a Pick-Up.

What is your account number? – say 008601313

Does the package weigh more than 150 pounds? – say NO

Is your package ready for pick-up now? – say YES

Are you calling from the Princeton Plasma Physics Laboratory?
say YES

The recorder is take a few seconds and will come back with a pick-up number – write this number on the copy for our files.

Take package downstairs to the Security Guard Desk. (The FedEx people know where to find them.)

4. FINDING A DROP-OFF LOCATION IN LIEU OF PHONING:

Go to FEDEX.com and find the icon for finding locations nearest you. If you simply want to drop off your package at a local FEDEX location or any location near your home, you can without going through Steps 2 and 3 above.

5. MOST COMMON USED FEDERAL EXPRESS ADDRESSES ARE:

RHONDA WEEKS – MAIL ROOM
U.S. DEPARTMENT OF ENERGY
9800 SOUTH CASS AVENUE
ARGONNE, IL 60439

(Put Person's Name and Code Symbols and Room Number)
U.S. DEPARTMENT OF ENERGY
FORRESTAL BUILDING
1000 INDEPENDENCE AVENUE, SW
WASHINGTON, DC 20585

(Put Person's Name and Code Symbols and Room Number)
U.S. DEPARTMENT OF ENERGY
19901 GERMANTOWN BUILDING
GERMANTOWN, MD 20874

U.S. DEPARTMENT OF ENERGY
53 BELL AVENUE
UPTON, NY 11973